

ADDRESS INFORMATION

Introduction	This section of the document will explain how an authorized user can view the primary address information on an employer account and modify it when necessary. An employer account can have up to six different types of addresses; only one address can exist per type. The six types are: Physical Location, Legal, Mailing, Business Records Location, Wage and Separation and Benefits Charge.
Helpful Hints	It is possible for an employer to have reporting units attached to the primary account. In that case, two types of addresses are allowed on each reporting unit: Physical Location and Wage and Separation. However, address maintenance for reporting units is not possible on the 'Address Information' page that is discussed in this section. Please refer to the 'Maintain Reporting Units' section for Reporting Unit address maintenance.

Step-by-Step Instructions:

1. Navigate to the account maintenance home page using the instructions provided in the section – 'Navigating to Account Maintenance'.
2. Click on the link 'Address Information' from the list of available maintenance functions. The screen shown below will appear.

NOTE: If you wish to see the log of events associated with address changes in the past, click on 'View Employer Address History'.

Massachusetts Department of Workforce Development

Thursday, November 05, 2009

Change Password | Logoff

Employer Home

FAQ/Contact Us

Account Maintenance

- View Employer Account Profile
- Address Information**
- Employer Appeals
- Maintain Employer Name
- Maintain Owners/Officers
- Maintain Employer Reporting Units
- Request Worker Status Determination
- UI Contribution Rate Maintenance
- Suspend Employer Account
- Voluntary Contribution
- Third Party Administrator (TPA) Authorization

Employer Information

Employer Account Number: 1000 Employer Name: Employer

Address Information


Select the address type to add or update an address for a reporting unit, select

Address Type	Address	City	State	Zip Code	Employer/TPA
Legal	19 STANIFORD ST	BOSTON	MA	021142502	Employer
Physical Location	19 STANIFORD ST	BOSTON	MA	021142502	Employer
Mailing					
Business Records Location					
Wage and Separation					
Benefits Charge					

[View Employer Address History](#)

[Correspondence Preferences](#)

3. Click on the address type you wish to view and/or modify.
4. On the address details page, make changes as necessary and click on 'Save'. Otherwise, return to the previous menu by clicking on 'Previous'.



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* Indicates Required Field

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- View Employer Name Change History

Benefit Change Activities

Employer Information

Employer Account Number: **1000** Employer Name: **Employer**

Modify Address

Enter address information below and click 'Save'.

Address Type:	Legal	
Attention:	<input type="text"/>	
Address Line 1:	19 STANIFORD ST	*
Address Line 2:	<input type="text"/>	
City:	BOSTON	*
State:	MA - Massachusetts	▼
Zip Code:	02114-2502	
Country:	US - United States Of America	* ▼
Phone:	6170000000	ext: <input type="text"/>
Fax:	<input type="text"/>	
E-Mail:	abc@detma.org	

Previous
Save

5. Viewing/modifying address information is complete.